



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Thursday 16 January 2025 at 6.00 pm
In the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link**

**MINUTES OF A MEETING OF
THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**held in the Community Hub Meeting Room, Victoria Park
on Wednesday 6 November 2024 at 6pm**

Councillors

C Hooper (Chair)
N Houghton
C Fletcher
R McLaverty-Head
K Newbigging

Absent

I Dawson (apologies)
E Green (apologies)
M Jones (apologies)
L Lowton (apologies)

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk
Cllr M Birks – Mayor of Malvern

In the absence of the Chair of Policy and Resources Committee Cllr Iain Dawson, the meeting was chaired by Vice-chair Cllr Clive Hooper.

27. APOLOGIES FOR ABSENCE

Apologies for absence from Cllrs Iain Dawson, Emma Green, Mel Jones and Lou Lowton were **NOTED**.

28. DECLARATIONS OF INTEREST

None.

29. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meetings be approved and adopted as a correct record of the proceedings, and signed by the Chairman:

- Policy and Resources Committee meeting held on 12 September 2024.
- Policy and Resources Committee meeting held on 2 October 2024.

PUBLIC PARTICIPATION

None.

30. REVIEW OF FINANCIAL REGULATIONS

Report PR01/24 was received and accepted.

The Town Clerk reminded members that a thorough review had been carried out by the committee over two previous meetings, with the resulting comments being combined into a new draft document.

It was **RECOMMENDED** that Council adopt the Financial Regulations as attached to these minutes.

31. BUDGET DISCUSSION DOCUMENT 2025/26

Report PR02/24 was received and accepted.

The Town Clerk explained that the budget discussion document was issued so that members could give the Town Clerk some policy guidelines on how the budget would be put together and provide an input into the following year's budget.

Members discussed each item on the document, using last year's figures and reasonable assumptions to suggest budget figures for 2025/26.

1. Level of inflation to include within the budget

• NNDR (business rates)	7.5%
• Fuel	2%
• Utilities	Gas & electric 5%
	Water 10%
• Contracts	3%
• Inflation	3%
• Cost of living increase on salaries (set nationally)	5%

2. Strategic Assumptions

• Skatepark	£6,000
• Sale of land	£2,000
• Rose Bank Gardens	£30,000
• Community Hub	£10,000

3. Grants Budget

Small Grants	£5,000
Large Grants	£18,000
Community Support Grants: CAB	£18,000

4. Events Budget

Including:	Bands in the Park	£7,350
	Mayor's Bonanza	£6,300
	Christmas Lights Switch On event	£6,400

Malvern in Bloom	£7,900
Christmas Lights	£18,600

5. **Suggestions for additional expenditure or income** None

6. **Contingency fund** To remain at £20,000

7. **Malvern Town Council Tax Base**

- 2024/25 – 11,110
- It was noted that the actual tax base for 2024/25 was lower than expected but the actual figure for 2025/26 would not be known until mid-December

8. **Precept Level 2024/25**

- Council Tax Band D - £74.58
 - Precept level to aim for 2025/26
- It was noted that whilst the aim was to keep any increase low, costs and inflation should be set at a reasonable level to avoid any reduction in services and a guideline 5% should be applied. It was also felt that a Band D council tax charge should be kept under £80.

32. **DATE AND TIME OF NEXT MEETING**

It was **AGREED** that the date of the next meeting would be Wednesday 11 December 2024 at 6pm.

The meeting finished at 6.50pm

.....(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Thursday 16 January 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

REPORT ON MALVERN MUSEUM

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1 Policy and Resources Committee are asked to consider whether to award a large grant of £2,500 to Malvern Museum following the receipt of additional information relating to the amount of reserves held by this organisation.

3. Background

3.1. At the meeting of Policy and Resources Committee held on 2 October 2024, Councillors considered a grant application from Malvern Museum for £2,500. A copy of the grant application is enclosed at Appendix A.

3.2. The Committee discussed this grant application and it was agreed to defer a decision on Malvern Museum's grant application until they were able to provide more detailed information on the amount of reserves held and how much, if any, was earmarked for building repairs.

3.3. The Town Clerk wrote to representatives from Malvern Museum and a response has been received as follows:

Malvern Museum confirms that it currently has savings of just over £50,000. £10,500 is a legacy given to us with instructions for it to only be used for a specific project. The museum will use £5,000 of this to match fund the Prosperity grant given to us by MHDC. The remainder is set aside to make up the shortfall in funding to complete the refurbishment project.

£20,000 is for emergency repairs to the building. Historic England identified the need for remedial work which is to be carried out in Spring 2025. The initial estimate for this is £3,000 and it is possible that this work may reveal further repairs are required to the stonework or roof.

The remaining £20,000 is our contingency fund. If the museum has to close for any unforeseen circumstances this fund will be used to cover ongoing running expenses, insurance and electricity being our highest costs. The museum lost its storage facility last year and has been using a display room for temporary storage. We are actively looking for appropriate storage so the

room can be reused, at present indications are we may have to pay £2,000 per annum for storage. This will have to be paid from the contingency fund.

- 3.4. The following information is provided as a reminder:

Malvern Museum - £2,500

This application has scored 35 out of 45 points and is to fund cosmetic improvements to the inside of the museum to improve the visitor experience. These works include new lighting, redecoration, new flooring and a bespoke desk and shop display. The application lacks full details of the exact works to be carried out, the costings of these and how many Malvern residents as opposed to visitors will benefit, however a constitution, management structure, financial statements and financial forward plan have all been submitted. £6,500 is needed for this part of the project, of which £2,500 is requested from Malvern Town Council

4. Financial Implications

- 4.1. The Council has set aside a total of £18,000 in its 2024/25 budget, for the payment of large grants.
- 4.2. Large Grants totalling £7,750 have been awarded to date.

5. Legal Implications

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Museum
Amount Requested:	£2,500
Purpose of Grant:	Cosmetic improvements inside the museum to include new lighting, redecoration, new flooring and a desk and shop display.
Time of Grant Application:	September 2024

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL			9	16	10
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				35	

MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

1. About your organisation	
Name of organisation:	MALVERN MUSEUM OF LOCAL HISTORY
Address:	PRIORY GATEHOUSE, ABBEY ROAD, WR14 3ES
Nature of organisation:	INDEPENDENT MUSEUM
Charity registration number (if applicable):	508766
VAT registration number (if applicable):	N/A
Date organisation established:	1980
2. Contact details	
Contact name:	Sue Howard
Position within organisation:	Volunteer and Project Manager for 2024/25 refurbishment
Correspondence address:	1A Charles Way, Malvern. WR14 2LZ
Daytime telephone:	07484 373298
Email address:	273showard@gmail.com

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£2500

Briefly outline the reason for your application and how the amount requested will be spent:

The museum is a Grade II* listed building and Scheduled Ancient Monument. Since 1980 the museum has undergone several restoration programmes to undertake conservation work and repairs to the medieval stonework, roof and windows. This restoration work has taken priority up until now and cosmetic improvement to the inside of the museum is required to improve the visitor experience. The project includes, amongst other items new lighting, redecorating, new flooring and a bespoke desk and shop display.

How will the grant benefit Malvern Town residents/the Malvern Town community?

Figures from the Annual Museum Service released September 2023 and based on our visitor numbers from the previous year, 2022-23 indicated that Malvern Museum made an astonishing economic impact of £154,282 on the local economy. We hope that by improving the look of the groundfloor that visitors may either wish to revisit or word of mouth will increase visitor numbers both to the Museum and Malvern.

How many residents of Malvern Town will benefit?

See above

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

The museum is an integral part of Malvern and 5000 visitors visit us each year. We need to ensure that the museum remains an attraction for local people and those coming from further afield. Without the visitors the Museum would not remain viable and if it closed Malvern as a whole would have lost a visitor attraction. Our visitors go on to explore other parts of Malvern which contribute to the economy of the area.

Have you received any grant funding from the Council in previous years? If so, please give details:

2013 - £5000 received for conservation of the building

2017 - £800 received which enabled us to purchase a Santler bicycle now on display in the museum.

What is the planned delivery date for the project/activity?

April 2025

What arrangements are in place for the delivery and management of this project?

The museum is managed by volunteers. A local architect has been consulted and has worked with us to draw up a plan. A small team has been set up to review all aspects of the project, to research local contractors where possible and to ensure it is delivered. The team has a project manager responsible for the overall project delivery. Our buildings manager will oversee the work and will only sign off work completed to his satisfaction.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

This is a new initiative for the organisation.

4. Financial information

Total cost of your project:	£20,000
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What funding has been secured to date and from where?

£5000 Government Prosperity Grant

£5000 Museum match funding

£2000 Museum funds

£1000 Donations

£250 from Gift Aid on donations

£250 Grant from Ward Councillor (in principle only, waiting for this to be approved)

Total raised to date: £13500

Balance to raise: £6500

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

£4000 will be left to raise if TC funding received. An Arts grant application is to be submitted to Elmley Foundation which if successful will leave £3000 to raise.

The museum will either use Museum savings or revisit the project to identify work that can be put on hold until sufficient funding has been raised.

(1 – museum open for 7 months April to Coctober. Cash reserves built up in summer to cover expenditure (electricity, insurance etc) over 5 winter months. FY runs from April to March

Now(4 months to end of July 24) (1)

Previous year 23/24

Annual income (2 – includes card income of £200 carried into April before payment)

£7150 (4 months)

£14100(2)

Annual expenditure (3 – includes purchase of shop stock of £1100)

£2550

£13400 (3)

Surplus for the year (4 – includes £3000 estimated for electricity Nov to May, bill not received yet)	£4600 (4)	£+700
Savings/reserves (includes £4000 reserve plus £1000 remaining from Morgan Statue fund)	£5000	£5000
Museum Society/Trustee account Savings/reserves*	£55,000	£55,000
*The figure for the Trustee reserves includes the £5,000 set aside to match fund the MHDC Prosperity Grant. £10,000 is also set aside to cover necessary expenditure in case of unplanned closure (utility bills plus insurance). The medium term priority for the museum is to secure provision for off site storage of the growing museum collection. Trustee funds are saved for potential future restoration work and in addition will be used if unforeseen remedial restoration work is identified during the refurbishment.		
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	30-95-41	
Account number:	23550168	
Account name:	Malvern Museum Society Management	
6. Supporting information to be included		Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		✓
A list of those involved in running the organisation, including trustees if appropriate.		✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		✓
A recent bank statement in the name of the organisation.		✓
A business plan or other similar document showing future plans for the organisation.		✓

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Sue Howard
Signature:	
Date:	30 August 2024

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

MALVERN TOWN COUNCIL
PROPOSED BUDGET 2025 - 2026

SUMMARY OF KEY RECOMMENDATIONS

Policy and Resources Committee is asked to consider the following for the 2025/26 budget.

- i. The re-forecast for 2024/25, which brings expenditure close to the budget, with an underspend for the year and a balance being put into reserves of £7,412.
- ii. The budget for the financial year 2025/26 – attached as ‘Proposed Budget 2025 – 2026’ This shows a net expenditure of:

£1,067,781 *not* taking into account any movements in Earmarked Reserves

£867,781 taking into account movements in Earmarked Reserves and other funding
- iii. The precept for 2025/26 should be set at £867,854. This reflects an increase of 4.75% from the precept level in 2024/25.

	<u>Schedule</u>
Overall Budget Summary	Ref: 1
Administration and Events	Ref: 2
Operations Summary	Ref: 3
Operations: Analysis by Service	Ref: 4
Allotments	Ref: 5
Cemetery	Ref: 6
Maintenance of Other Town Council Grounds	Ref: 7
Leisure and Recreation	Ref: 8
Miscellaneous	Ref: 9
Asset Renewal / Refurbishment	Ref: 10

BUDGET SUMMARY

PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
ONGOING REVENUE COSTS						
Administration (Net)	461,514	221,925	125,117	117,501	464,543	443,575
Operations (Net)	288,541	148,931	67,291	54,824	271,040	282,073
Budget Contingency Fund	20,000	15,861	-	-	15,861	60,000
TOTAL ONGOING REVENUE COSTS	770,055	370,856	192,408	172,325	751,444	785,648
ASSET RENEWAL / REFURBISHMENT	280,000	37,585	-	164,000	201,585	132,000
VEHICLE / MACHINERY REPLACEMENT FUND	25,000	10,000	5,000	5,000	20,000	20,000
	(22,000)	(12,500)	-	-	(12,500)	(15,000)
SPECIAL PENSIONS EXPENDITURE	9,250	4,528	2,264	2,264	9,056	8,700
TOTAL EXPENDITURE before financing	1,062,305	410,469	199,672	343,589	969,585	931,348
FINANCING COSTS:						
Interest Received	(17,000)	9,448	4,000	4,000	(17,448)	(15,000)
Loan Repayments	22,476	11,238	-	11,238	22,476	22,687
TOTAL FINANCING COSTS	5,476	20,686	4,000	15,238	5,028	7,687
TOTAL EXPENDITURE after financing	1,067,781	431,155	203,672	358,827	974,613	939,035
(FROM) EARMARKED RESERVES / OTHER FUNDING	(200,000)	(28,525)	-	(125,000)	(153,525)	(111,000)
TO EARMARKED RESERVES	-	-	-	-	-	-
PRECEPT	(867,854)	(414,250)	(207,125)	(207,125)	(828,500)	(828,500)
BALANCE (TO) / FROM RESERVES	(73)	(11,620)	(3,453)	26,702	(7,412)	(465)

ADMINISTRATION AND
EVENTSPROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	28,560	4,048	4,549	5,307	13,904	25,750
EXPENDITURE:						
Salaries	209,636	84,664	53,130	49,542	187,336	199,083
Overtime	178	-	100	-	100	-
Employment Related	62,764	25,601	14,270	13,246	53,117	59,605
Temporary Staff	-	-	-	-	-	-
Recruitment.	50	20	-	-	20	50
OCCUPANCY						
Utilities	13,400	645	3,350	3,350	7,345	10,000
Rates	10,000	4,380	2,500	2,500	9,380	10,000
Cleaning	12,570	1,934	3,468	3,517	8,919	8,500
Maintenance of Buildings	3,000	16,806	2,125	1,700	20,631	13,950
COMMUNICATION COSTS						
Telephones	670	5,861	292	292	6,445	3,420
Stationery, Postage	2,360	1,056	572	502	2,130	2,310
Public Relations and Advertising.	7,800	3,894	1,528	1,528	6,950	6,150
INSURANCE	21,500	9,682	5,500	5,500	20,682	22,500
GRANTS & DONATIONS	41,400	15,372	5,750	20,184	41,306	39,150
CIVIC EVENTS.	48,350	23,411	22,785	5,700	51,896	46,550
OTHER COSTS:						
Election Costs	-	-	-	-	-	-
Training	1,250	35	300	750	1,085	1,000
Legal & Professional	25,850	11,197	6,562	7,963	25,722	8,250
Consultancy Fees	-	-	-	-	-	-
Leasing	1,296	500	324	324	1,148	1,500
IT Expenses	13,500	7,110	3,250	3,250	13,610	12,317
Office Equipment	-	9,024	-	-	9,024	10,525
Mayors & Councillors Expenses	3,400	653	600	600	1,853	3,350
Other Expenses	11,100	4,128	3,260	2,360	9,748	11,115
TOTAL ADMINISTRATION COSTS.	490,074	225,973	129,666	122,808	478,447	469,325
NET ADMINISTRATION COSTS	461,514	221,925	125,117	117,501	464,543	443,575

OPERATIONS SUMMARY

PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	101,146	40,717	25,709	32,307	98,733	96,366
EXPENDITURE:						
Normal pay	245,794	110,184	58,645	52,543	221,372	238,000
Overtime	10,000	5,607	3,000	880	9,487	10,500
Employment Related	57,320	26,020	14,530	12,838	53,388	54,124
Temporary Staff	500	3,966	-	-	3,966	500
Staff Travelling	1,600	747	375	375	1,497	1,600
OCCUPANCY						
Utilities	11,730	7,465	1,995	2,095	11,555	9,255
Rates	7,212	6,429	1,677	1,678	9,784	9,761
Cleaning	1,636	66	33	33	132	132
Maintenance of Buildings	1,400	1,194	612	113	1,919	1,400
COMMUNICATION COSTS						
Telephones	1,050	1,553	260	260	2,073	1,136
Stationery, Postage	-	-	-	195	195	-
GROUNDS MAINTENANCE	33,485	16,333	8,054	11,576	35,957	33,455
EQUIPMENT RUNNING COSTS	9,650	5,695	1,645	2,845	10,185	9,750
VEHICLE RUNNING EXPENSES	6,050	3,649	1,200	1,220	6,069	6,360
OTHER COSTS:						
Training	1,000	600	-	400	1,000	1,000
Risk Assessment	910	-	854	-	854	1,016
Other Expenses	350	140	120	80	340	450
TOTAL OPERATION COSTS	389,687	189,648	93,000	87,131	369,773	378,439
NET OPERATIONAL	288,541	148,931	67,291	54,824	271,040	282,073

OPERATIONS: ANALYSIS BY SERVICE

PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
ALLOTMENTS	(4,936)	748	115	(5,470)	(4,607)	(4,249)
CEMETERY	(47,167)	(16,873)	(11,525)	(11,399)	(39,797)	(48,742)
MAINTENANCE OF OTHER TOWN COUNCIL GROUNDS	329,514	155,554	80,528	65,394	301,470	321,480
LEISURE AND RECREATION	2,758	3,888	(4,082)	3,794	3,600	7,574
MISCELLANEOUS SERVICES	8,372	5,614	2,255	2,505	10,374	6,010
TOTAL OPERATION COST BY SERVICE	288,541	148,931	67,291	54,824	271,040	282,073

ALLOTMENTS

PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	5,988	23	-	5,828	5,851	5,851
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	503	327	65	65	457	1,052
Rates						
Cleaning						
Maintenance of Buildings						
COMMUNICATION COSTS						
Telephones						
Stationery, Postage						
GROUNDS MAINTENANCE	550	444	50	293	787	550
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS:						
Training						
Risk Assessment						
Other Expenses						
TOTAL OPERATION COSTS	1,053	771	115	358	1,244	1,602
NET OPERATIONAL	(4,936)	748	115	(5,470)	(4,607)	(4,249)

CEMETERY

PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	74,409	31,035	18,000	18,000	67,035	74,028
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	5,035	2,704	1,150	1,250	5,104	4,818
Rates	4,771	2,219	1,109	1,110	4,438	4,236
Cleaning	1,636	66	33	33	132	132
Maintenance of Buildings	900	1,182	612	113	1,907	900
COMMUNICATION COSTS						
Telephones	500	1,269	125	125	1,519	500
Stationery, Postage	-	-	-	195	195	-
GROUNDS MAINTENANCE	13,050	5,982	3,326	3,295	12,603	13,250
EQUIPMENT RUNNING COSTS	-	-	-	-	-	-
VEHICLE RUNNING EXPENSES	-	-	-	-	-	-
OTHER COSTS:						
Training	1,000	600	-	400	1,000	1,000
Risk Assessment						
Other Expenses	350	140	120	80	340	450
TOTAL OPERATION COSTS	27,242	14,162	6,475	6,601	27,238	25,286
NET OPERATIONAL	(47,167)	(16,873)	(11,525)	(11,399)	(39,797)	(48,742)

**MAINTENANCE OF OTHER
TOWN COUNCIL GROUNDS**
PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	10,750	6,704	1,780	8,080	16,564	8,750
EXPENDITURE:						
Pay	245,794	110,184	58,645	52,543	221,372	238,000
Overtime	10,000	5,607	3,000	880	9,487	10,500
Employment Related	57,320	26,020	14,530	12,838	53,388	54,124
Temporary Staff	500	3,966	-	-	3,966	500
Staff Travelling	1,600	747	375	375	1,497	1,600
OCCUPANCY						
Utilities						
Rates						
Cleaning						
Maintenance of Buildings						
COMMUNICATION COSTS						
Telephones	550	284	135	135	554	636
Stationery, Postage						
Grounds Maintenance						
Equipment Running Costs						
Vehicle Running Expenses						
Other Costs:						
Training	-	-	-	-	-	-
Risk Assessment						
Other Expenses	-	-	-	-	-	-
TOTAL OPERATION COSTS	340,264	162,258	82,308	73,474	318,034	330,230
NET OPERATIONAL	329,514	155,554	80,528	65,394	301,470	321,480

LEISURE AND
RECREATIONPROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	9,999	2,955	5,929	399	9,283	7,737
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	1,820	1,030	400	400	1,830	875
Rates	2,441	4,210	568	568	5,346	5,525
Cleaning	-	-	-	-	-	-
Maintenance of Buildings	500	12	0	0	12	500
COMMUNICATION COSTS						
Telephones						
Stationery, Postage						
Grounds Maintenance	7,085	1,591	25	3,225	4,841	7,395
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS:						
Training						
Risk Assessment	910	-	854	-	854	1,016
Other Expenses	-	-	-	-	-	-
TOTAL OPERATION COSTS	12,756	6,843	1,847	4,193	12,883	15,311
NET OPERATIONAL	2,758	3,888	(4,082)	3,794	3,600	7,574

MISCELLANEOUS

PROPOSED BUDGET 2025 - 2026

	Proposed Budget 2025/2026	Actual to 30/09/24	Quarter Forecast to 31/12/24	Quarter Forecast to 31/03/25	2024/2025 Revised Forecast	2024/2025 Annual Budget
INCOME	-	-	-	-	-	-
EXPENDITURE:						
Normal pay						
Overtime						
Employment Related						
Temporary Staff						
Staff Travelling						
OCCUPANCY						
Utilities	4,372	3,404	380	380	4,164	2,510
Rates						
Cleaning						
Maintenance of Buildings						
COMMUNICATION COSTS						
Telephones						
Stationery, Postage						
Grounds Maintenance	4,000	2,210	1,875	2,125	6,210	3,500
EQUIPMENT RUNNING COSTS						
VEHICLE RUNNING EXPENSES						
OTHER COSTS:						
Training						
Risk Assessment						
Other Expenses						
TOTAL OPERATION COSTS	8,372	5,614	2,255	2,505	10,374	6,010
NET OPERATIONAL	8,372	5,614	2,255	2,505	10,374	6,010

ASSET RENEWAL / REFURBISHMENT

PROPOSED BUDGET 2025-26

	Proposed Budget 2025/2026	Half Year Actual 2024/2025	Quarter Forecast 2024/2025	Quarter Forecast 2024/2025	Revised Forecast 2024/2025	Annual Budget 2024/2025
LITTER BINS	-	-	-	3,000	3,000	3,000
NOTICEBOARDS / SIGNAGE	-	-	-	6,000	6,000	3,000
LEISURE & RECREATION						
New Pump Track at Adam Lee	-	-	-	85,000	85,000	85,000
Improvement of Play Area at Adam Lee	-	-	-	40,000	40,000	20,000
Skatepark Project at Victoria Park	204,000	-	-	-	-	-
Works at Victoria Park Play Area	-	5,185	-	20,000	25,185	-
Victoria Park Play Area Transfer to Reserves	40,000	-	-	-	-	-
Victoria Park Community Hub Project - additional works	8,000	-	-	-	-	-
Fitness Equipment at Victoria Park	-	-	-	4,000	4,000	-
Refurbishment of Jamaica Crescent Play Area	-	19,900	-	-	19,900	-
	-	-	-	-	-	-
GROUNDS MAINTENANCE PROJECTS						
Adam Lee Car Park and Fencing	-	-	-	6,000	6,000	6,000
	-	-	-	-	-	-
CEMETERY						
Refurbishment of Cemetery Lodge Ground Floor and Toilets	6,000	-	-	-	-	-
Timber Building in Cemetery Yard	-	-	-	-	-	-
	-	-	-	-	-	-
CAPITAL EXPENDITURE:						
Replacement Tractor	22,000	12,500	-	-	12,500	15,000
Replacement vehicles/trailers	-	-	-	-	-	-
New Electric Tool Package	-	-	-	-	-	-
TOTAL ASSET RENEWAL	280,000	37,585	-	164,000	201,585	132,000

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Thursday 16 January 2025 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**REPORT ON ONLINE BANKING PAYMENT SCHEDULES
22 NOVEMBER / 16 DECEMBER / 23 DECEMBER 2024**

6. Purpose of report

6.1. For noting and comment, as necessary.

7. Recommendation

Policy and Resources Committee should note the online banking payments as attached to this report and to note any issues that have arisen with control checks.

8. Background

8.1. Malvern Town Council recently reviewed its Financial Regulations with a new version being adopted by Full Council on 13 November 2024.

8.2. Within the new Financial Regulations, changes have been made to the way in which online banking payments are processed, checked, and approved.

8.3. Previously all online banking payments were approved in person by two approved Councillor signatories, however, it was felt that this process was both too onerous, particularly for small amounts and in most cases could not stop the need for payment when goods and services had already been delivered. Members of Policy and Resources Committee decided it was more important to check amounts paid for accuracy against bank statements and orders and thus amendments were made.

8.4. The new Financial Regulations state that:

“The Responsible Finance Officer will present schedules of online banking payments to the next scheduled meeting of Policy and Resources Committee. Prior to this meeting, the Chair and Vice-Chair of this Committee will randomly select three invoices to be checked against the bank statement. A record of the check will be made and any issues identified will be reported at the meeting.”

8.5. There are three payment schedules to be considered at this meeting of Policy and Resources Committee:

- 22 November 2024
- 16 December 2024
- 23 December 2024

9. Financial Implications

9.1. None pertaining to this report.

10. Legal Implications

10.1. The Town Council adopted the current Financial Regulations in November 2024.

10.2. As part of the annual audit process, the Town Council must ensure it has an effective system of internal control in place, this includes arrangements for bank payments.

End

Linda Blake
Town Clerk

**Malvern Town Council
Online Banking Payment Schedule**

22 NOVEMBER 2024

IB No.	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2793	22/11/2024	A J GAMMOND	17.37	2 outdoor water taps and a bucket for the cemetery	JP	KB
2794	22/11/2024	BLUE BIRD CATERING	72.00	Cakes for 60 people for Armistice Day	JP	KB
2795	22/11/2024	BRADFORDS BUILDING SUPPLIES LTD	27.70	2 tubes of glue and a sealing gun for general use	JP	KB
2796	22/11/2024	CLARKE & KENT CONTRACTORS	20638.70	Deposit for the design and construction of pump track at Adam Lee (20% of total payment)	JP	KB
2797	22/11/2024	DESIGN IN THE SHIRES	460.80	Web support August and September 2024 and quarterly web hosting	JP	KB
2798	22/11/2024	DJR FARM SERVICES	1140.00	Hedge cutting - Victoria Park Bowling Green, Lower Howsell, Jamaica Crescent and the Cemetery	JP	KB
2799	22/11/2024	DOLPHINTEC	173.50	Photocopy charges 12/9 - 11/11/24	JP	KB
2800	22/11/2024	FIRESTORM PYRO FX LTD	66.16	4 handheld confetti cannons for the Christmas Event 23/11/24	JP	KB
2801	22/11/2024	LEIGH SINTON FARM & NURSERIES LTD	314.98	3 Christmas Trees for Malvern Link, Barnards Green and Community Hub at Victoria Park	JP	KB
2802	22/11/2024	NPOWER	974.58	Electricity charges for Christmas Lights unmetered supply 1/4/20 - 31/3/22	JP	KB
2803	22/11/2024	YARD HOUSE PLANTS	1035.00	Spring bedding	JP	KB
2804	22/11/2024	TRAVIS PERKINS TRADING COMPANY LTD	22.58	Soft broom, dust pan and brush and a stanley knife for the cemetery	JP	KB
2805	22/11/2024	FW3 LTD	129.95	Baby changing unit for the toilet in the café at the community hub	JP	KB
2806	22/11/2024	THE CHASE SCHOOL	1500.00	Large Grant 2024 - part payment as agreed by Policy & Resources Committee	JP	KB
2807	22/11/2024	SARAH STANLEY	19.00	Return of allotment deposit less rent owing	JP	KB
2808	22/11/2024	LAUREN HORREL	28.00	Return of allotment deposit less rent owing	JP	KB
		Total Payments:				

Bank details checked KB

Bank details checked KB

Bank details checked KB

Bank details checked KB

26,620.32

Councillor Authorisation for Payment

1) _____

2) _____

Malvern Town Council
Online Banking Payment Schedule

16 December 2024

IB No.	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2809	16/12/2024	ADDISON REES PLANNING	360.00	Draft and submit discharge of pre-commencement conditions application to MHDC for Pump Track at Adam Lee	VJB	VJB
2810	16/12/2024	A J GAMMOND LTD	68.90	Jubilee clips and zip ties for fencing around the Christmas Tree on Belle Vue Island and connections and clips for water collection system at the cemetery	VJB	VJB
2811	16/12/2024	ALL ABOUT LOCAL MAGAZINES LTD	483.00	Delivery of 11,500 MTC newsletters - winter edition	VJB	VJB
2812	16/12/2024	ALLIANCE PAYROLL SERVICES LTD	122.70	Payroll charges November 2024	VJB	VJB
2813	16/12/2024	A L B SERVICES	12240.00	Installation of Christmas Lights 2024 (last year of 3 year contract)	VJB	VJB
2814	16/12/2024	THE BASE CAMP	153.47	10 Auerlicht hard street light mantles for gas lamps (payment in advance)	VJB	VJB
2815	16/12/2024	BIG GREEN CLEANING COMPANY	1092.00	Cleaning contract community hub - December 2024	VJB	VJB
2816	16/12/2024	BLUE PRINT	629.77	Printing of 11,650 MTC Newsletters - winter edition	VJB	VJB
2817	16/12/2024	BRADFORDS BUILDING SUPPLIES LTD	69.95	Tape, mastic gun, stanley knife blades, spade and a length of wood for the cemetery	VJB	VJB
2818	16/12/2024	BROADLEAF TREE CARE SPECIALISTS	770.00	30% crown reduction of 1 Oak Tree at Goodwood Road Allotments	VJB	VJB
2819	16/12/2024	BROXAP LTD	246.00	1 grit bin for the Community Hub at Victoria Park	VJB	VJB
2820	16/12/2024	BRITISH GAS	41.69	Electricity charges Link Church Clock 22/10/24 - 21/11/24	VJB	VJB
2821	16/12/2024	DON RUFFLES LTD	311.81	8 x fleece lined Hi-Vis Jackets for the Operations / Events Team	VJB	VJB
2822	16/12/2024	FBC MANBY BOWDLER LLP	3300.00	Professional services regarding land slippage at Rose Bank Gardens upto 29/11/24	VJB	VJB
2823	16/12/2024	FUELGENIE BUSINESS ACCOUNT	119.78	Fuel account October 2024	VJB	VJB
2824	16/12/2024	GREM CREATIVE (MR JL FAN COURT)	250.00	4 Circus Comedy Acts at the Christmas Event 23/11/24	VJB	VJB
2825	16/12/2024	HOUSEKEEPERS OF MALVERN LTD	160.00	Cleaning contract cemetery 22/10/24 - 19/11/24	VJB	VJB
2826	16/12/2024	KBL EVENTS SECURITY LTD	866.40	Security services / stewarding for the Christmas Event 23/11/24	VJB	VJB
2827	16/12/2024	LEDBURY PLANT HIRE	1944.00	Grave digger hire - December 2024, January and February 2025	VJB	VJB
2828	16/12/2024	LINK UP MALVERN	944.00	Grant for the Malvern Link Christmas Event 3/12/24	VJB	VJB
2829	16/12/2024	LIZZIE BREAKWELL ECOLOGIST	800.00	Professional fees pump track Adam Lee - discharge of planning conditions, habitat management plan and biodiversity gain plan	VJB	VJB
2830	16/12/2024	LOOBY LOU PARTIES	310.00	Balloon modeller for the Christmas Event 23/11/24	VJB	VJB
2831	16/12/2024	LT SECURITY LTD	360.00	CCTV camera for the entranceway of the Community Hub	VJB	VJB
2832	16/12/2024	MITZY (MELISSA BUTLER)	100.00	Singing performance at the Christmas Event 23/11/24	VJB	VJB

Bank details checked.

Bank details checked.
Bank details checked.

Bank details checked

IB No.	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2833	16/12/2024	NISBETS PLC	387.58	10 litre auto fill water boiler for the meeting room at the community hub	DP	VJB Bank details checked.
2834	16/12/2024	OFFICE FURNITURE DIRECT (THE SPOTTED PENGUIN COMPANY LTD)	198.40	Office desk for the Operations Manager at the community hub	DP	VJB Bank details checked.
2835	16/12/2024	PAPERSTATION LTD	325.29	Stationery, black sacks and coffee	DP	VJB
2836	16/12/2024	RACHEL PETTIT	568.75	Landscape Consultancy Services - discharge of planning conditions, landscape plan for the new pump track at Adam Lee	DP	VJB Bank details checked.
2837	16/12/2024	RON WARD	120.00	Organist fees for 3 funerals	DP	VJB
2838	16/12/2024	R STYLES PAT SERVICES LTD	452.40	Service of fire extinguishers at the Cemetery, Dukes Meadow, Lower Howsell and Community Hub and replacement of 2 extinguishers at the Cemetery	DP	VJB
2839	16/12/2024	MALVERN SAMBA BAND (SCRAP TO INSTRUMENTS GROUP)	200.00	Samba band performances at the Christmas Event 23/11/24	DP	VJB
2840	16/12/2024	SCHOOL OF LARKS	650.00	2 circus shows and 2 circus workshops at the Coach House Theatre for the Christmas Event 23/11/24	DP	VJB Bank details checked.
2841	16/12/2024	SCREWFIX (TRADE UK)	43.98	2 boxes of screws for flower beds at Victoria Park	DP	VJB
2842	16/12/2024	WATER PLUS LTD	151.25	Water charges cemetery 11/7/24 - 11/12/24	DP	VJB
2843	16/12/2024	WATER PLUS LTD	21.34	Water charges Knapp Way Allotments 10/10/24 - 10/11/24	DP	VJB
2844	16/12/2024	WATER PLUS LTD	44.87	Water charges Lower Howsell 14/6/24 - 14/9/24	DP	VJB
2845	16/12/2024	SIGN RIGHT	48.00	1 8ft banner for the Christmas Event "Tree supplied by Leigh Sinton Farm & Nurseries"	DP	VJB
2846	16/12/2024	SOLO CIRCUS & CO (MARK RUSSELL)	400.00	Circus workshop and performance at the Christmas Event 23/11/24	DP	VJB
2847	16/12/2024	SOUTH WORCESTERSHIRE LIFEGUARDS	300.00	Provision of first aid for the Christmas Event 23/11/24	DP	VJB
2848	16/12/2024	STORM IN A TEACUP (KIERAN LEARY)	600.00	4 Circus Comedy Acts at the Christmas Event 23/11/24	DP	VJB
2849	16/12/2024	TRADE ROOTS HORTICULTURAL SALES LTD	1489.68	Permanent planting for flower beds around the community hub building	DP	VJB
2850	16/12/2024	WFL (UK) LTD	1403.88	1,000 litres of white diesel for machinery	DP	VJB
2851	16/12/2024	WORCESTERSHIRE CALC	84.00	Finance training Town Clerk and Chairmanship training for Councillor Anne Cherry	DP	VJB
2852	16/12/2024	MICHAEL PARKER	448.00	Refund of money paid for a funeral as payment made twice in error	DP	VJB Bank details checked.

Total Payments:

33,680.89

Councillor Authorisation for Payment

1) _____

2) _____

Malvern Town Council
Online Banking Payment Schedule
23 December 2024

IB No.	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2853	23/12/2024	AXE JUNKIES LTD	200.00	Staff Christmas Party - Axe throwing for 10 people - 1 hour 20/12/24	<i>[Signature]</i>	VJB
2854	23/12/2024	B & G LOCK & TOOL CO. LTD	108.37	12 x padlocks for general use	<i>[Signature]</i>	VJB
2855	23/12/2024	BRITISH GAS	47.35	Electricity charges Lower Howsell 2/11/24 - 1/12/24	<i>[Signature]</i>	VJB
2856	23/12/2024	COLCARDS	120.00	200 bespoke Christmas Cards for the Mayor	<i>[Signature]</i>	VJB
2857	23/12/2024	WORCESTER CONCERT BRASS	50.00	Brass band performance at the Community Hub for carols around the tree charity event - 18/12/24	<i>[Signature]</i>	VJB
2858	23/12/2024	DESIGN IN THE SHIRES <i>(DITS Group Ltd)</i>	162.00	Website support - October 2024	<i>[Signature]</i>	VJB
2859	23/12/2024	DOLPHINTEC	70.19	Photocopy charges - 14/11/24 - 12/12/24	<i>[Signature]</i>	VJB
2860	23/12/2024	EE	68.59	Mobile phone charges Operations Team and Admin / Events phone - November 2024	<i>[Signature]</i>	VJB
2861	23/12/2024	HOUSEKEEPERS OF MALVERN LTD	128.00	Cleaning contract cemetery 26/11/24 - 17/12/24	<i>[Signature]</i>	VJB
2862	23/12/2024	LADDERS.CO.UK <i>(Austen Group Ltd)</i>	407.90	2 x 450mm walk boards for funerals at the cemetery	<i>[Signature]</i>	VJB
2863	23/12/2024	LINK TOOLS	20.08	Nuts, bolts and drill bit to secure Christmas Tree Holder on Belle Vue Island	<i>[Signature]</i>	VJB
2864	23/12/2024	MALVERN ELECTRICAL WHOLESALE LTD	15.31	Cable, connectors, insulation tape and junction box to power Christmas Lights at the Mount Pleasant Hotel	<i>[Signature]</i>	VJB
2865	23/12/2024	NEWSQUEST MEDIA GROUP	432.00	Advertising of the Christmas Light Switch on Event in the Malvern Gazette and Worcester News 22/11/24	<i>[Signature]</i>	VJB
2866	23/12/2024	PAPERSTATION LTD	262.10	Stationery - September 2024	<i>[Signature]</i>	VJB
2867	23/12/2024	PHS GROUP PLC	107.94	5 boxes of hand towels for the Community Hub	<i>[Signature]</i>	VJB
2868	23/12/2024	PLAYSAFETY LTD	1021.44	Annual inspection of all Malvern Town Council play areas	<i>[Signature]</i>	VJB
2869	23/12/2024	PRINTWASTE RECYCLING	10.43	Collection of 11 x bags of recyclable paper	<i>[Signature]</i>	VJB
2870	23/12/2024	SHAW & SONS LTD	234.00	Register of purchased graves	<i>[Signature]</i>	VJB
2871	23/12/2024	DR JILL D TERRY	30.00	Refund of money paid for quiz night - cancelled	<i>[Signature]</i>	VJB
2872	23/12/2024	JUDE GREEN	15.00	Refund of money paid for quiz night - cancelled	<i>[Signature]</i>	VJB
2873	23/12/2024	THE COACH HOUSE THEATRE	200.00	Donation for the use of theatre and outside space for market stalls and circus performances at the rearranged Christmas Event 23/11/24	<i>[Signature]</i>	VJB

Bank details checked ✓.

Bank details checked.

*Bank details checked
Bank details checked.*

IB No.	Date	Supplier Name / Payee	Payments	Description	Payment Posted (initials)	Authorisation Given (initials)
2874	23/12/2024	GREAT MALVERN LIBRARY (WCC)	200.00	Donation for the use of Library for market stalls at the rearranged Christmas Event 23/11/24	PP	KB
2875	23/12/2024	DANCE IN MOTION	50.00	Donation for dance performances at the Christmas Event 23/11/24	PP	KB
2876	23/12/2024	GIRLGUIDING ASSOCIATION	50.00	Donation for art and craft workshop at the Christmas Event 23/11/24	PP	KB

Total Payments:

4,010.70

Councillor Authorisation for Payment

1) _____

2) _____

[Faint handwritten notes and a vertical list of numbers (1-10) are visible on the left side of the page.]